



<b>Rental Income and Expenditure</b>		✓
Please supply bank statements clearly identifying and detailing all transactions that relate to the rental properties		<input type="checkbox"/>
Please provide details of the following for each rental property. Use a separate sheet if necessary, and include invoices.		<input type="checkbox"/>
<b>Income:</b>		
Total Rent Received	\$ _____	
<b>Expenses:</b>		
Accounting fees	\$ _____	Phone \$ _____
Advertising (to rent)	\$ _____	Power \$ _____
Bank fees	\$ _____	Rates \$ _____
Insurance	\$ _____	(including regional council rates)
Legal fees	\$ _____	Repairs and Maintenance \$ _____
Management fees	\$ _____	(please attach details or invoices)
Mortgage Interest	\$ _____	Valuation fees \$ _____
(attach copy of loan summary/statements from bank)		Water rates \$ _____
Details of any other expense relating to rental property:		
_____	\$ _____	
_____	\$ _____	
Details of visits to inspect property/conduct property business:		
Date	Details	Kilometres
_____	_____	_____
_____	_____	_____
_____	_____	_____

<b>Home Office Expenses (if applicable)</b>		
If part of your home is set aside principally for use as an office/workshop/storage area which is used by you in relation to your rental property, you <b>may</b> be able to claim a proportion of your home expenses against your rental income. Please provide the following details:		<input type="checkbox"/>
Area used for Business:	_____ m <sup>2</sup>	
Total Area of House & Workshop:	_____ m <sup>2</sup>	
Power	\$ _____	
Insurance (Building & Contents)	\$ _____	
Interest (House Mortgage)	\$ _____	
Rates (including regional council rates)	\$ _____	
Repairs and maintenance	\$ _____	
Other	\$ _____	
<b>Total</b>	<b>\$ _____</b>	
Cost of House and Section	\$ _____	
Cost of Section	\$ _____	
Construction materials: (timber, brick, etc)		
_____		

<b>Mixed Use Holiday Home</b>		
Does this entity have a property (such as a holiday home or a bach) that is used privately and also to derive income?		<input type="checkbox"/>
Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, please see our mixed use holiday home questionnaire on our website <a href="http://www.hargreaves.co.nz">www.hargreaves.co.nz</a> .		

**Thank you for completing this questionnaire  
Don't forget to sign it**